

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 13	
2. AMENDMENT/MODIFICATION NO. PA01		3. EFFECTIVE DATE January 17, 2002		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ADMINISTERED BY (If other than Item 6) CODE		7. ADMINISTERED BY (If other than Item 6) CODE		same as block 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) Marasco Newton Group LTD 2801 Clarendon Blvd Suite 100 Arlington, VA 22201				(X)		9A. AMENDMENT OF SOLICITATION NO.	
				X		9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER NO. 50CMAA900052/T0002AC2161	
						10B. DATED (SEE ITEM 11) December 21, 2001	
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

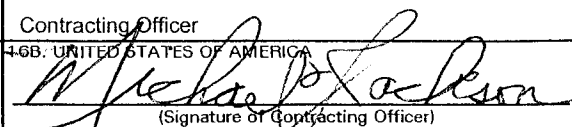
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
SUBJECT: Administrative Changes to the Contract for Sections E.3 and G.2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		Michael O. Jackson Contracting Officer	
15B. DATE SIGNED	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
			1/17/02
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

1. Section E.3, the Performance Matrix, of the contract is hereby deleted and replaced with the Performance Matrix dated January 17, 2002, and attached to this modification. In addition the Schedule of Deliverables, dated January 10, 2002 is also added to the contract by reason of this modification.

2. Section G.2, Invoices, is revised to read as follows:

“G.2 INVOICES

The Contractor shall provide all invoices to the COTR identified in G.1, paragraph A with a copy furnished also to the GSA Contracting Officer (CO). Once approved by the COTR, the GSA CO will forward the invoice to the GSA payment office. Please reference ACT# A13615686 on every invoice.”

3. The total amount of the task order award remains unchanged by reason of this modification.

4. There are no other changes to the task order award by reason of this modification.

E.3 Performance Matrix

1/17/02

DESIRED OUTCOMES	REQUIRED SERVICES	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL (AQL)	MONITORING METHOD	INCENTIVES/ DISINCENTIVES FOR MEETING/NOT MEETING AQL
E.3.1: Development and Testing The contractor shall develop and implement a program management plan establishing specific milestones in a phased management approach with the final milestone being formal notification to GSA that system development has been completed. Upon successful completion of the pilot by the contractor, there will be a 4-week period for Government evaluation and acceptance.					
A fully developed Acquisition Career Management Information System (ACMIS) that will enable Federal managers to track acquisition workforce training and education.	1.1 Prepare and deliver a detailed program management plan for ACMIS.	A draft program management plan is submitted on January 22, 2002. The plan includes: ➤ Milestones for: design and development of each major system component; pilot testing; and, formal submission of the completed system to GSA for evaluation and acceptance. ➤ Detailed procedures for quality control, security, configuration management and pilot testing and demonstration.	No deviation.	COTR inspection.	N/A

E.3 Performance Matrix

1/17/02

DESIRED OUTCOMES	REQUIRED SERVICES	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL (AQL)	MONITORING METHOD	INCENTIVES/ DISINCENTIVES FOR MEETING/NOT MEETING AQL
	1.2 Develop and test ACMIS.	<p>Development of system components is completed by the scheduled dates contained in the program management plan.</p> <p>The Contractor shall demonstrate the functionality of the system component in accordance with the program management plan.</p> <p>Pilot testing is completed by the scheduled date contained in the program management plan.</p>	<p>No deviation unless approved in advance by COTR.</p> <p>No deviation unless approved in advance by COTR.</p> <p>No deviation unless approved in advance by COTR.</p>	<p>COTR inspection.</p> <p>COTR observation.</p> <p>COTR inspection.</p>	

E.3 Performance Matrix

1/17/02

DESIRED OUTCOMES	REQUIRED SERVICES	PERFORMANCE STANDARD	ACCEPTABLE QUALITY LEVEL (AQL)	MONITORING METHOD	INCENTIVES/ DISINCENTIVES FOR MEETING/NOT MEETING AQL
	1.3 Deliver fully developed system.	Upon successful completion of pilot testing, the Contractor shall deliver the system to GSA for evaluation and acceptance. Delivery shall take place no later than June 10, 2002 and include a certification by a third party that the system meets all applicable security requirements. The completed system includes components that meet all the basic functional requirements and services and processing standards of "ACMIS Functional Specification and Data Requirements" (Appendix 2)	No deviation.	COTR inspection and acceptance testing.	

E.3 Performance Matrix

1/17/02

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		<p>In conjunction with system delivery, the Contractor shall provide certification by a third party that the system meets all applicable security requirements. The contractor shall also provide a detailed plan that describes all necessary actions the Contractor and the Government must take to successfully implement ACMIS. The implementation plan should include:</p> <ul style="list-style-type: none"> ➤ Procedures for first-time registration of users that address security/privacy act concerns. ➤ Provision of hands-on training for up to 50 agency administrators and the "super administrator" in the Washington D.C. metropolitan area. 	No deviation.	COTR inspection.	

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1/17/02

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		<ul style="list-style-type: none"> ➤ An orientation (maximum of 2 hours) on using ACMIS for report generation and management for up to 100 agency executives and analysts. ➤ Responsive help-desk support following implementation at each site. 			
	1.4 Following Government acceptance testing, make any changes to the system or the implementation plan that are necessary to secure GSA's acceptance of the system.	Changes are completed within 2 weeks of notification by GSA and successfully address remaining system defects and/or GSA comments concerning implementation plan.	No deviation.	Acceptance testing.	

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1/17/02

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<p>E.3.2 Implementation and Ad Hoc Technical Support.</p> <p>Upon acceptance by the Government, the Contractor shall implement ACMIS to full operation capacity and ad hoc technical support.</p>					
<p>Rapid deployment of the accepted system, and training and documentation that fully support the implementation.</p>	<p>2.1 Upon notification of acceptance of the system, install ACMIS to full operating capacity.</p>	<p>All implementation activities are consistent with the approved implementation plan and completed by September 30, 2002.</p>	<p>No deviation without prior approval of the COTR.</p>	<p>COTR inspection.</p>	

E.3 Performance Matrix

1/17/02

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	2.2 Provide system documentation.	<p>System documentation includes (but is not limited to):</p> <ul style="list-style-type: none"> ➤ An automated data dictionary ➤ All plans ➤ Server requirements and configuration ➤ COTS software used ➤ System designs and data schemas ➤ Specifications for all programs, web pages, reports and procedures ➤ Installation and configuration instructions ➤ User manuals and instructional materials. ➤ Coding and comments <p>Documentation is provided by machine-readable CD ROM (2 copies) no later than one month after notification of system acceptance.</p> <p>2.3 Provide up to 5000 hours of ad hoc technical support to interface ACMIS with other agency systems</p>	No deviation.	COTR inspection	
		<p>Work is satisfactorily completed within the schedule.</p>	No deviation without prior approval of the COTR.	COTR inspection	

E.3 Performance Matrix

1/17/02

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E.3.3 Operation, Maintenance, User Support and ad hoc technical support. The contractor shall host and operate ACMIS, maintain the system (including any or all hardware, software, communications and service systems), and support users.					
Cost-effective system operations and user support.	3.1 Host, operate and maintain ACMIS 24 hours a day, 7 days a week.	System is hosted in a secure commercial environment equivalent to an e-commerce site. System operations meet all performance requirements contained in "ACMIS Functional Specification and Data Requirements, June 21, 2001"	No deviation.	COTR inspection.	
		System is available for use at least 99.9% of the time for peak hours from 6:00 am Eastern time to 6:00pm Pacific time.	No deviation.	Random COTR monitoring and user feedback.	
		System is available on a schedule 80% of the time during non-peak hours.	No deviation.	System monitoring software.	

E.3 Performance Matrix

1/17/02

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				MONITORING METHOD	
	3.2 Solicit feedback from users by: <ul style="list-style-type: none"> ➤ Maintaining an evaluation form on the ACMIS website. ➤ Sending the same form to a random sample of registered users. 	The evaluation form solicits feedback and suggestions about the operation of the software as well as the quality of Help Desk support. Forms are transmitted quarterly with accompanying instructions that they are to be submitted directly to the COTR.	No deviation.	COTR inspection.	
	3.3 Provide user support through operation of a Help Desk facility as follows:				

E.3 Performance Matrix

1/17/02

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	For the first 90 days of operations, the Help Desk will be accessible by telephone during peak hours from 6:00 am Eastern time to 6:00pm Pacific time and by E-mail during non-peak hours.	All calls placed to the Help Desk are answered within 3 rings. E-mail messages during peak hours are answered within 30 minutes. E-mail received during non-peak hours is answered by 8:30am eastern time of the next business day.	No deviation. No deviation.	Random COTR monitoring and user feedback. Random COTR monitoring and user feedback	
	After 90 days, the Help Desk will be accessible by E-mail 24 hours/day, 7 days a week.	90% of the forms received during the quarter indicate that Help Desk communications were: ➤ Helpful ➤ Responsive ➤ Courteous	10% deviation.	COTR review of a random sample of customer evaluations.	

ACMIS Commits Task Order
Schedule of Deliverables
January 10, 2002

Deliverable #	Deliverable Name	Deliverable Due Date	Delivered Y/N
#1	Program Management Plan	1/22/02	
#2	System Design -Requirements Analysis -System Delivery Specifications -Technical System Design Documentation	2/28/02	
#3	System Prototype Demonstration	4/17/02	
#4	Final System Demonstration	5/22/02	
#5	Final System Delivery and Acceptance	6/10/02	
#6	Third Party Certification of Security Requirements	6/10/02	
#7	Implementation Activities Completed	9/30/02	